

United States Department of Agriculture



Natural Resources Conservation Service  
375 Jackson Street, Suite 600  
St. Paul, MN 55101-1854

*70 Years*  
*"A Partner in Conservation Since 1935"*

Phone: (651) 602-7900  
FAX: (651) 602-7914

---

"Transmitted via Email"

October 4, 2005

MINNESOTA BULLETIN NO. 250-6-1

SUBJECT: FNM – CERTIFYING OFFICER/ACCOUNTING TECHNICIAN TRAINING

Purpose. To distribute information regarding the financial management training.

Expiration date. November 30, 2005

Financial Management training will be conducted for all ASTCs (FO) and Area Office Accounting Technicians at the NRCS State Office in St. Paul, MN from Monday, October 24 at 1:00 p.m. through Tuesday, October 25 at 12:00 p.m. Topics to be covered include FFIS, Protracts/Fund Manager, Brio Reports, and payment processing/documentation. ASTCs (FO) are asked to bring their laptop computers for network and system access to facilitate the hands-on portions of the training. A detailed agenda will be sent at a later date.

Room reservations are being held at the Radisson City Center, 411 Minnesota Street, St. Paul, MN, 651-291-8800 under individual attendee names. You will be required to present your government travel credit card upon arrival. If you anticipate a late check in please call the hotel in advance to guarantee your room with a credit card.

If you have any questions please contact Bryan Welp, Budget Officer, at 651-602-7860.

WILLIAM HUNT  
State Conservationist

DIST: ASTC(FO)  
Area Accounting Technicians